



DEPARTMENT OF THE ARMY  
WASHINGTON, DC 20310



HQDA Ltr 40-03-1

DASG-HS-CD

2 July 2003

Expires 2 July 2005

**SUBJECT: The Use of DD Form 2813**

SEE DISTRIBUTION

1. **Purpose.** This letter extends the expiration date of HQDA Ltr 40-01-2 from 2 July 2003 to 2 July 2005.

2. **Proponent and exception authority.** The proponent of this letter is The Surgeon General. The Surgeon General has the authority to approve exceptions to this letter that are consistent with controlling law and regulation. The Surgeon General may delegate the approval authority, in writing, to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

By order of the Secretary of the Army:

JOHN M. KEANE  
*General, United States Army*  
*Acting Chief of Staff*

Official:

JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

**Distribution:**

This publication is available in electronic media only and is intended for the following addressees:

HQDA (DASG-ZA)  
HQDA (NGB-ZA)  
HQDA (DAAR-ZA)

CF:

HQDA (SAMR)  
HQDA (DAMO-ZA)  
HQDA (DAPE-ZA)

#### COMMANDERS

FORCES COMMAND

U.S. ARMY TRAINING AND DOCTRINE COMMAND

U.S. ARMY MEDICAL COMMAND

U.S. ARMY DENTAL COMMAND